

**Emergency Support Function #12
Energy**

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**Emergency Support Function #12
Energy**

Approval and Implementation

This document was developed in accordance with national, state, and local regulations regarding the implementation of this Emergency Support Function. This document follows the National Incident Management System and meets the coordination objectives of local emergency response organizations. By signature, the entities below accept this document as standard practice for prevention, mitigation, preparedness, response, and recovery during emergency operations. The document was developed by the Emergency Support Function #12 Committee, with input from the signatories below.

Jack Jelly, Business Administrator, City of Newark

Signature: _____ Date: _____

Dorian Herrell, Coordinator, Office of Emergency Management & Homeland Security Division

Signature: _____ Date: _____

Phillip Scott, Director, City of Newark, Department of Engineering / ESF#12 Coordinator

Signature: _____ Date: _____

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Record of Changes

Changes listed below have been made to the City of Newark, New Jersey Emergency Support Function #12 since its promulgation.

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**Emergency Support Function #12
Energy**

Primary Agency	City of Newark Department of Engineering
Coordinator	Phillip Scott, P.E., C.M.E., Director City of Newark, Department of Engineering 920 Broad Street, Room 407 Newark, NJ 07102 Phone: (973) 733-8520 Email: scottp@ci.newark.nj.us
Alternate Coordinator	Robert Thomas, Chief of Energy and Environment/Deputy Energy Coordinator / Energy Emergency Assurance Coordinator City of Newark Department of Engineering 920 Broad Street, Room 412 Newark, NJ 07102 Phone: (973) 733-8520 Email: thomasr2@ci.newark.nj.us
Support Agencies	City of Newark Office of Emergency Management & Homeland Security Division City of Newark Department of Administration City of Newark Department of Recreation, Cultural Affairs, & Senior Services City of Newark Department of Water and Sewer Utilities City of Newark Department of Public Safety City of Newark Department of Public Safety, Division of Fire City of Newark Department of Public Safety, Division of Police
State Support	New Jersey Board of Public Utilities
Private Support	PSE&G

The Emergency Support Function #12 Coordinator maintains contact information for all Support Agencies and Organizations.

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I. Introduction

A. Purpose

The purpose of Emergency Support Function #12, Energy (ESF #12), is to protect City of Newark energy sources and resources during emergency response activities within the City of Newark. Operations executed by ESF #12 include, but are not necessarily limited to, the following:

- € Monitor and report situation awareness on the status of energy infrastructure and service
- € Maintain a priority to ensure energy infrastructure is restored and continuously provided by assessing energy system disruptions and damages, assisting agencies to obtain petroleum, prioritize and allocate energy sources, and implement energy conservation measures

B. Scope

This ESF coordinates operations by the City of Newark related to energy before, during, and after an emergency. This ESF is an integral component of the City of Newark Emergency Operations Plan (EOP) and, as such, is intended to be implemented within the policy and operational framework of the EOP. Operations of ESF #12 are therefore intended to be fully integrated with other activated City of Newark ESFs.

During an emergency that extends beyond the City of Newark jurisdictional boundaries, it could be necessary for ESF #12 to conduct operations in an autonomous manner, working with ESF #12 Committees at the municipal, county, state, and federal levels to: identify needs and problem areas related to energy; formulate mission assignments addressing those needs or problems; and implement mission assignments. ESF #12 could also work directly with ESF #12 Committees of neighboring jurisdictions within the New Jersey Urban Area Security Initiative (UASI) Region, the New York-New Jersey-Connecticut-Pennsylvania Area Regional Catastrophic Preparedness Grant Program (RCPGP), or within the framework of other Memorandums of Understanding, Memorandums of Agreement, or charter agreements in the event of large-scale or catastrophic emergencies.

II. Policies

The policies that govern the operations of this ESF, as well as the prioritization of mission assignments and resource allocation whenever necessary, are the following, in order of priority:

- € Conduct or assist in operations necessary to reduce the imminent threat of danger, or support other operations directly intended to prevent or minimize injury or illness to the impacted population
- € Support emergency response operations being conducted by other City of Newark ESFs, or by neighboring jurisdictions, when necessary
- € Gather situational awareness information in support of emergency response operations
- € Support recovery operations being conducted by the City of Newark
- € Support emergency preparedness activities being conducted by the City of Newark

III. Situation and Assumptions

A. Situation

The activation of this ESF is predicated by an emergency of such severity and magnitude that it requires the resources and capabilities of ESF #12. Identification of the various hazards City of Newark faces and the likely consequences for emergency operations can be found in the Hazard Assessment, Appendix BPA-1 of the EOP.

For example, Appendix BPA-1 indicates that there are several emergency situations that could have an impact on energy assurance within the City of Newark. Many events such as high winds and winter storms can lead to utility disruptions, in some cases causing prolonged power loss.

Three values, i.e., relative risk, consequence category, and level of ESF involvement are shown in the following excerpt from Appendix BPA-1. These three values, taken in combination, provide a means of identifying hazards which may be of greatest concern. For example, a hazard with high consequences and a high level of ESF involvement is most likely to overwhelm local resources. If the relative risk for such a hazard is also high, then it ought to be a priority for planning purposes.

The relative risk is a function of probability, impacts, and advance warning. Details of how these values were developed are indicated in BPA-1.

The consequences of each hazard were categorized as follows:

1. Most severe impacts to property and infrastructure, i.e., services are disrupted and/or structures are damaged, but there are little or no injuries or casualties; a major power outage is an example of this type of catastrophic event.
2. Most severe impacts to people. Low impacts to property and infrastructure, i.e., people and/or animals are affected, but there is little impact on structures or infrastructure; for example, an epidemic affecting a large proportion of the population.
3. High impacts to people, property, and infrastructure, people, animals, structures and infrastructure are potentially impacted; widespread flooding over the NJ UASI Region is a relevant example.

In addition to this categorization, each hazard was assigned a value regarding the anticipated level of involvement for each ESF. These are as follows:

1. ESF will have limited or no involvement
2. ESF will be main and/or sole focus of response and recovery efforts
3. Coordinated effort will be required between multiple ESFs

			Relative Risk Rankings	Consequence	ESF #12 – Involvement
Category	Risk #	Risk Description			
Natural Hazards	N-1	Drought	1.0	2	1
	N-2	Earthquakes	2.6	3	3
	N-3	Extreme Heat	1.8	2	1
	N-4	Floods	2.8	3	3
	N-5	Geologic Hazards	1.8	1	1
	N-6	Hail	1.4	1	1
	N-7	Hurricanes / Tropical Storms	2.6	3	3
	N-8	Lightning	1.8	1	1
	N-9	Nor'easters	2.6	3	3
	N-10	Tornadoes and High Winds	2.0	3	2
	N-11	Winter Storms	2.2	1	2
Technological Hazards	T-1	Aircraft Accidents	1.8	2	1
	T-2	Dam Failure	2.2	3	3
	T-3	Hazardous Materials Incident	2.0	2	1
	T-4	Highway Accidents	2.0	2	1
	T-5	Pipeline Explosion	1.8	1	1
	T-6	Radiological Accident	2.0	3	3
	T-7	Train Derailment (Passenger)	2.0	1	1
Intentional Acts (Human Caused)	I-1	Civil Disorder	1.8	2	1
	I-2	Cyber Terrorism	1.8	1	1
	I-3	School Violence	1.8	2	1
	I-4	Terrorist/Enemy Attack			
	I-4.1	Chemical Attack	2.0	2	2
	I-4.2	Radiological Attack	2.0	3	3
	I-4.3	Explosive Attack	2.2	3	3
	I-5	Urban Fire	2.0	3	1
Utility	U-1	Utility Disruption	2.2	1	2
Biological Hazards	B-1	Animal Disease (non-terror)	1.4	2	1
	B-2	Pandemic/Infectious Disease	1.6	2	1
	B-3	Biological Attack			
	B-3.1	Infectious Disease	1.8	2	1
	B-3.2	Foreign Animal Disease	1.4	2	1

B. Planning Assumptions

Implementation of this ESF is based on the following general planning assumptions:

- € ESF #12 is intended to be fully consistent with the Essex County ESF #12, New Jersey State ESF #12, and ESF #12 of the Department of Homeland Security National Response Framework, to facilitate efficient coordination of operations, sharing of resources, and timely completion of mission assignments
- € Personnel and resources of the primary and supporting agencies will be available on a timely basis for utilization in emergency response activities. As needed, the primary and support agencies will implement Continuity of Operations/Continuity of Government Plans (COOP/COG) and/or take other such actions to ensure the availability of personnel and resources.

Facilities and systems necessary for implementation of this ESF will not be damaged, or if damaged, will be operating out of an alternate facility until the primary facility is restored to service.

IV. Concept of Operations

A. General

This ESF is responsible for meeting the energy – related needs of the City of Newark emergency response operations to ensure the continuous supply of energy in anticipation of, during, or following a large-scale emergency. This ESF is activated upon the request of the City of Newark Emergency Operations Center (EOC) or Incident Commander, and functions under the supervision and coordination of the City of Newark Department of Engineering. The designated support agencies provide assistance and resources upon request.

The ESF #12 Coordinator shall implement mission assignments based on requests from other City of Newark ESFs, field Command Staff, and designated Operations and Logistics Section Liaisons of the Incident Command System (ICS) in the EOC funneled through the EOC Manager, in accordance with the incident action plan approved by the Incident Commander and Policy Group.

In addition to coordination with ESF #12 designated support agencies, ESF #12 shall interact regularly with other ESFs within the City of Newark. Although interactions with other ESFs shall be scenario based, ESF #12 is most likely to have regular interactions with the following ESFs:

- ‡ ESF #2: Communications re: maintaining situational awareness
- ‡ ESF #3: Public Works & Engineering regarding working with utilities to remove debris that may be hindering restoration of services
- ‡ ESF #6: Mass Care regarding provision of back-up generators and emergency fuel supplies for congregate care shelters
- ‡ ESF # 13: Public Safety for control and direction of traffic in and around areas with downed utility wires
- ‡ ESF #15: External Communications regarding coordination of public information announcements for energy disruption extent and duration.

City of Newark resources available to implement mission assignments of ESF #12 are identified and catalogued in the New Jersey Resource Directory Database (RDDDB). See Appendix 12.1, Resource Directory Database (RDDDB). The primary and support agencies shall access the RDDDB through the MyNewJersey portal site. MOUs, MOAs, and MAAs with other jurisdictions are included in Appendix 12.2, Mutual Aid Agreements.

Pre-existing agreements with private resource providers have been established for the following resources for use during emergencies as a part of its procedures for ESF #12:

B. Notification and Mobilization

The Incident Commander shall be responsible for notifying the City of Newark Department of Engineering of the need to activate ESF #12, and informing the City of Newark Department of Engineering on a timeline for activation. The City of Newark Department of Administration shall notify their agency staff assigned to the ESF and request their deployment to the EOC and other pre-designated locations. See Appendix 12.3, Recall/Duty Roster and Appendix 12.4, Pre-Designated Locations, Meeting Points, and Points of Distribution. In addition, the ESF #12 Coordinator shall notify the support agencies of the ESF activation and, as required by the emergency, request mobilization and deployment of personnel and/or resources to pre-assigned locations, or to remain on standby for mobilization and deployment.

Mobilization of personnel by the City of Newark Department of Engineering shall include, at a minimum, assignment of at least one individual to the EOC to staff the ESF #12 position. Depending on the level of activation of the EOC and the size of the emergency response operation, this individual could also serve as the representative for other ESFs for which the department is a primary or supporting agency.

Detailed emergency response and EOC notification and mobilization procedures can be found in Section II.C.3, Notifications of the EOP Base Plan.

Private resource providers shall be contacted and advised of the activation of ESF #12 by the ESF #12 Coordinator and requested to mobilize or remain on standby, as required by the emergency.

C. Actions

This section describes the emergency management actions that shall be required of ESF #12 to prevent, mitigate against, prepare for, respond to, and recover from the loss of life or property during emergencies. To the extent possible, these actions should be consistent with the recommendations and implementation strategies of the City of Newark Energy Assurance Plan.

1. Prevention

The following general prevention actions shall be taken in anticipation of the activation of ESF #12:

- € Work with ESF #13 and other intelligence agencies to evaluate and determine the need for heightened inspections, improved surveillance, and security operations.

2. Mitigation

The City of Newark identifies opportunities for, and undertakes, mitigation actions on an ongoing basis as part of the *All-Hazard Mitigation Plan for Essex County, New Jersey*. See Base Plan, Section IX.B.3.A for information regarding the *All-Hazard Mitigation Plan for Essex County, New Jersey*.

The following specific mitigation activities shall also be undertaken by the primary and support agencies for ESF #12 in advance of an emergency, where applicable:

3. Preparedness

The following general preparedness actions shall be taken in anticipation of ESF #12:

- € Assess pre-emergency needs and develop plans to stage resources for rapid deployment
- € Maintain ESF #12 RDDB to be completed by primary and supporting agencies, and coordinated by the ESF #12 Coordinator
- € Maintain private contractor resource support database for ESF #12
- € Maintain relationships with New Jersey Office of Emergency Management (NJOEM) and neighboring jurisdiction ESF #12 primary agencies
- € Participate in drills and exercises to evaluate emergency response capabilities of ESF #12

The following specific preparedness activities shall also be undertaken by the primary and support agencies in anticipation of ESF #12's activation:

- € Identify Alternate Facility Location Backup Generator Resources & Requirements consistent with Action Item 3.c.i of the City of Newark Energy Assurance Plan including:
 - € Work with senior care centers to obtain and maintain adequate emergency back-up power provisions
 - € Work with state legislature to increase requirements for senior care centers to include adequate emergency back-up power provisions
 - € Develop a Curtailment Plan for City of Newark facilities consistent with Action Item 3.c.ii of the City of Newark Energy Assurance Plan
 - € Identify and describe the energy-centric critical assets and infrastructures, as well as the method to monitor those resources to identify and mitigate vulnerabilities to energy facilities
4. Response

The following general response actions shall be taken for ESF #12 in the EOC:

- € Receive a briefing from the Incident Commander regarding the present situation and the immediate need for action
- € Establish an operation shift schedule consistent with the EOC as established by the EOC Manager for staffing ESF #12, if 24-hour operations are required due to the magnitude of the emergency
- € Receive and execute mission assignments from other ESFs and the Command Staff

The following specific response activities shall also be undertaken by the primary and support agencies for ESF #12:

5. Recovery

For recovery operations, the organizational structure and method of coordination of this ESF shall remain the same as that used in emergency response operations. As the emergency response transitions into recovery, ESF #12 shall support mission assignments of ESF #14.

D. Communications

ESF #12 communications protocols and procedures shall be consistent with general emergency response communications protocols and procedures, managed by the Logistics Section in the EOC, the primary and supporting agencies of ESF #12, and as outlined in the EOP Base Plan, Section VI, Communications. This includes but is not limited to coordination in the development of ICS 205 forms.

E. Demobilization

In anticipation for demobilization of ESF #12 and the EOC, the City of Newark Department of Engineering shall take the following actions:

- € Review all documentation of ESF #12 operations, expenditures, and personnel time to ensure completeness and accuracy
- € Track all ESF #12 mission assignments and ensure their completion
- € Prepare information, as necessary, to be used in recovery operations if the continued need for ESF #12 in recovery is anticipated
- € Inform the appropriate personnel of the primary and support agencies, as well as private vendor support, of the impending demobilization of ESF #12
- € Transmit all documentation to the Incident Commander or ESF #5 through the EOC Manager and request approval to demobilize
- € Demobilize ESF #12, with notification to all necessary organizations and individuals

V. Organization and Assignment of Responsibilities

A. Organization

The organizational chart shown in the EOP Base Plan, BPA-5, NIMS/ICS EOC ESF Structure illustrates the position of ESF #12 in the City of Newark emergency response ICS organization.

B. Assignment of Responsibilities

This section designates the primary and support agencies for implementation of ESF #12.

1. ESF #12 Coordinator

The Director of the Department of Engineering is designated as the ESF #12 Coordinator. The ESF #12 Coordinator responsibilities are as follows:

- € Overall coordination of the development of plans, annexes, and procedures for emergency response consistent with ESF #12 and for coordinating implementation in an emergency
- € Maintain all ESF attachments, to include checklists and contact lists
- € Working with ESF #5 Coordinator, ensure timely updates and maintenance of ESF #12 related resources in the RDDB
- € Monitor U.S. Department of Energy website and associated Infrastructure Security and Energy Restoration (ISER) database, to:
 - € Collect timely, accurate and verifiable information on all levels of government and industry
 - € Analyze, interpret, and understand in detail the potential problems, severity, duration, and consequences
 - € Provide timely information to the public via procedures outlined in Section IV. Of this ESF and in cooperation with ESF #5: Emergency Management and ESF #15: Communications
 - € Share information with the private energy sector, City of Newark ESFs and other local officials, and regionally impacted states

2. Primary Agency

The City of Newark Department of Engineering is the primary agency for this ESF. Of available City of Newark agencies, the City of Newark Department of Engineering has the trained technical personnel, resources, facilities, and systems most appropriate for implementing this ESF. The City of Newark Department of Engineering is specifically designated as the primary agency because of its normal day-to-day responsibilities, facilities, and equipment that support or facilitate the execution of ensuring the continuous supply of energy following an emergency. The City of Newark Department of Engineering responsibilities are as follows:

- € Support development of plans, annexes, and procedures for emergency response consistent with ESF #12 and implementation of ESF #12 in an emergency
- € Support process for updating and maintaining ESF #12 related resources in the RDDB
- €

3. Support Agencies

- a. City of Newark, Department of Public Safety, Division of the Office of Emergency Management & Homeland Security is designated as a support agency of this function that is responsible for monitoring all preparedness, response and recovery related activities of all City of Newark ESFs prior to and/or during a manmade or natural disaster. CNOEM also serves as an agency within the Unified Command structure that is a conduit between agencies to ensure that resource needs are met to accomplish clearly defined incident goals and objectives.
- b. City of Newark Department of Administration is designated as a support agency of this functional annex that is responsible for ensuring that all City departments involved in managing the incident/emergency have adequate resources to support the seamless integration and transition between preparedness, response and recovery activities as it relates to a loss of power or energy resources that suspend municipal services to Newark residents, businesses and visitors. All activities relative to this support function and agency will be communicated to the ESF#5 and #12 Coordinators.
- c. City of Newark Department of Public Works is designated as a support agency to this functional annex that will be responsible for coordinating restoration activities including but not limited to providing technical advice in debris removal and clearance within public right-of-way with the ESF#12 Coordinator and other public and private agencies that own / operate critical infrastructure systems. The Department of Public Works may also be responsible for providing technical advice in the demolition and subsequent removal and disposal of buildings and structures that will be coordinated through the ESF#5 Coordinator.
- d. City of Newark Department of Water and Sewer Utilities is designated as a support agency to this functional annex that will be responsible for providing the ESF#5 and #12 Coordinators with pre-incident and post-incident assessment reports relative to the integrity of water infrastructure assets, periodic situational awareness reports on areas susceptible to flooding and resource requests including but not limited to emergency power and other emergency commodities.
- e. City of Newark, Department of Public Safety, Division of Fire is designated as a support agency to this functional annex that is responsible for communicating all emergency response activities relative to energy infrastructure assets and systems to the ESF#5, #10 and #12 Coordinators. The Fire Division is also responsible for providing incident situation and damage assessment information to the ESF#5, #10 and #12 Coordinators of energy infrastructure assets and systems during an emergency.

- f. City of Newark, Department of Public Safety, Division of Police is designated as a support agency to this functional annex that is responsible for communicating all supporting incident management planning pre-incident and post-incident actions required to assist in the mitigation of threats and hazards to energy infrastructure systems, security to control access to unsafe environments due to damaged energy infrastructure systems and critical facilities, force protection services and specialized security resources to all applicable ESF Coordinators.

In addition to any specific responsibilities listed above, all Support Agencies are responsible to provide ESF #12 RDDB information. In addition, responsibilities of the Support Agencies shall be designated by the ESF #12 Coordinator depending on the nature and conditions related to specific emergencies.

4. State Support

The ESF #12 Coordinator shall request support depending on the nature and conditions related to specific emergencies. Requests for support from State Agencies shall be routed via ESF #5 and/or the CNOEM Coordinator.

5. Private Support

- a. PSE&G is designated as a support company for this ESF because

In addition to any specific responsibilities listed above, the ESF #12 Coordinator or designee shall request support from the private sector depending on the nature and conditions related to specific emergencies. Requests for support from the private sector shall be coordinated with ESF #5, ESF #14, and/or the CNOEM Coordinator.

C. Emergency Support Function Continuity

There is a need for a line of succession for the ESF #12 Coordinator in order to ensure continuous leadership, authority, and responsibility. The CNOEM Coordinator and the personnel working within this function shall be kept informed of the line of succession. The following line of succession shall be utilized in the event that the ESF coordinator is unable to perform the legal and authorized duties, roles and responsibilities:

1. Phillip Scott, P.E., C.M.E., Director
City of Newark Department of Engineering 920
Broad Street, Room 412
Newark, NJ 07102
Phone: (973) 733-8520
Email: scottp@ci.newark.nj.us
2. Robert Thomas, Deputy Energy Coordinator / Energy Emergency Assurance Coordinator
City of Newark Department of Engineering
920 Broad Street, Room 412
Newark, NJ 07102
Phone: (973) 733-8520
Cell: (862) 236-5303
Email: thomasr2@ci.newark.nj.us

The City of Newark Department of Engineering Energy Staff operates from the following primary location:

920 Broad Street Room 412
Newark, NJ 07102

When activated, ESF #12 operates from the City of Newark EOC, located at 480 Clinton Avenue, Newark NJ. Alternate locations are as designated in the City of Newark Base Plan Section IV: Direction, Control, and Coordination.

VI. Information Collection and Dissemination

Information collection and dissemination protocols and procedures shall be consistent with general emergency response information collection and dissemination protocols and procedures, managed by the Planning Section within the EOC, primary and supporting agencies of ESF #12, and outlined in the EOP Base Plan, Section V, Information Collection and Dissemination

The following specific information collection and dissemination protocols and procedures shall also be undertaken by the primary and support agencies for ESF #12 in the event of an emergency:

Essential records and logs shall be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to ESF #12 shall be forwarded to the CNEMC to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

VII. Administration, Finance, Logistics

Primary and supporting agencies are responsible for ensuring they have access to the resources necessary to fulfill their responsibilities as described in this ESF. Primary and supporting agencies are expected to provide their own logistical support during response operations and provide reporting to the Logistics and Finance/Administration Sections through the ESF #12 Coordinator. Additional support shall be obtained through requests to the EOC Manager by the ESF #12 Coordinator.

In the event that ESF #12 resources are overwhelmed, the ESF #12 Coordinator shall contact the EOC Manager who shall request assistance through ESF #5. ESF #5 shall coordinate assistance from Essex County, NJOEM, or other agencies via Memorandums of Understanding and Memorandums of Agreement and notify the Incident Commander.

All agencies are expected to finance operations and expenditures from their existing budgets. All response agencies shall accurately track and document all expenditures associated with response operations, and provide this information to the ESF #12 Coordinator who shall transmit this information to the EOC Manager. The EOC Manager shall then transmit all documentation to the Time Unit in the Finance/Administration Section for the emergency. Financial assistance could be available through Federal Public Assistance and other programs.

VIII. Authorities and References

A. Laws, Ordinances, Regulations, Resolutions, and Directives

1. Federal
 - a. As cited in the Base Plan
2. State
 - a. As cited in the Base Plan
3. County
 - a. As cited in the Base Plan
4. Municipal
 - a. As cited in the Base Plan

B References, Guidance Material, and Other Documents

1. Federal
 - a. As cited in the Base Plan
2. State
 - a. As cited in the Base Plan
3. County
 - a. As cited in the Base Plan
4. Municipal
 - a. As cited in the Base Plan
 - b. City of Newark Energy Assurance Plan, December 31, 2012

IX. Attachments

A. Appendices

Appendix 12.1: Resource Directory Database (RDDDB)

Appendix 12.2: Mutual Aid Agreements

Appendix 12.3: Recall/Duty Roster

Appendix 12.4: Pre-Designated Locations, Meeting Points, and Points of Distribution

€ being conducted by the City of Newark

X. Situation and Assumptions

C. Situation

The activation of this ESF is predicated by an emergency of such severity and magnitude that it requires the resources and capabilities of ESF #12. Identification of the various hazards City of Newark faces and the likely consequences for emergency operations can be found in the Hazard Assessment, Appendix BPA-1 of the EOP.

For example, Appendix BPA-1 indicates that there are several emergency situations that could have an impact on energy assurance within the City of Newark. Many events such as high winds and winter storms can lead to utility disruptions, in some cases causing prolonged power loss

Three values, i.e., relative risk, consequence category, and level of ESF involvement are shown in the following excerpt from Appendix BPA-1. These three values, taken in combination, provide a means of identifying hazards which may be of greatest concern. For example, a hazard with high consequences and a high level of ESF involvement is most likely to overwhelm local resources. If the relative risk for such a hazard is also high, then it ought to be a priority for planning purposes.

The relative risk is a function of probability, impacts, and advance warning. Details of how these values were developed are indicated in BPA-1.

The consequences of each hazard were categorized as follows:

1. Most severe impacts to property and infrastructure, i.e., services are disrupted and/or structures are damaged, but there are little or no injuries or casualties; a major power outage is an example of this type of catastrophic event.
2. Most severe impacts to people. Low impacts to property and infrastructure, i.e., people and/or animals are affected, but there is little impact on structures or infrastructure; for example, an epidemic affecting a large proportion of the population
3. High impacts to people, property, and infrastructure, people, animals, structures and infrastructure are potentially impacted; widespread flooding over the NJ UASI Region is a relevant example

In addition to this categorization, each hazard was assigned a value regarding the anticipated level of involvement for each ESF. These are as follows:

4. ESF will have limited or no involvement
5. ESF will be main and/or sole focus of response and recovery efforts
6. Coordinated effort will be required between multiple ESFs

			Relative Risk Rankings	Consequence	ESF #12 – Involvement
Category	Risk #	Risk Description			
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	N-10	Tornadoes and High Winds	2.0	3	2
	N-11	Winter Storms	2.2	1	2
Technological Hazards	T-1	Aircraft Accidents	1.8	2	1
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	T-3	Hazardous Materials Incident	2.0	2	1
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	I-2	Cyber Terrorism	1.8	1	1
	I-3	School Violence	1.8	2	1
	I-4	Terrorist/Enemy Attack			
	I-4.1	Chemical Attack	2.0	2	2
	I-4.2	Radiological Attack	2.0	3	3
	I-4.3	Explosive Attack	2.2	3	3
	I-5	Urban Fire	2.0	3	1
Utility	U-1	Utility Disruption	2.2	1	2
Biological Hazards	B-1	Animal Disease (non-terror)	1.4	2	1
	B-2	Pandemic/Infectious Disease	1.6	2	1
	B-3	Biological Attack			
	B-3.1	Infectious Disease	1.8	2	1
	B-3.2	Foreign Animal Disease	1.4	2	1

D. Planning Assumptions

Implementation of this ESF is based on the following general planning assumptions:

- € ESF #12 is intended to be fully consistent with the Essex County ESF #12, New Jersey State ESF #12, and ESF #12 of the Department of Homeland Security National Response Framework, to facilitate efficient coordination of operations, sharing of resources, and timely completion of mission assignments
- € Personnel and resources of the primary and supporting agencies will be available on a timely basis for utilization in emergency response activities. As needed, the primary and support agencies will implement Continuity of Operations/Continuity of Government Plans (COOP/COG) and/or take other such actions to ensure the availability of personnel and resources.

Facilities and systems necessary for implementation of this ESF will not be damaged, or if damaged, will be operating out of an alternate facility until the primary facility is restored to service.

XI. Concept of Operations

F. General

This ESF is responsible for meeting the energy – related needs of the City of Newark emergency response operations to ensure the continuous supply of energy in anticipation of, during, or following a large-scale emergency. This ESF is activated upon the request of the City of Newark Emergency Operations Center (EOC) or Incident Commander, and functions under the supervision and coordination of the City of Newark Department of Engineering. The designated support agencies provide assistance and resources upon request.

The ESF #12 Coordinator shall implement mission assignments based on requests from other City of Newark ESFs, field Command Staff, and designated Operations and Logistics Section Liaisons of the Incident Command System (ICS) in the EOC funneled through the EOC Manager, in accordance with the incident action plan approved by the Incident Commander and Policy Group.

In addition to coordination with ESF #12 designated support agencies, ESF #12 shall interact regularly with other ESFs within the City of Newark. Although interactions with other ESFs shall be scenario based, ESF #12 is most likely to have regular interactions with the following ESFs:

- † ESF #2: Communications re: maintaining situational awareness
- † ESF #3: Public Works & Engineering regarding working with utilities to remove debris that may be hindering restoration of services
- † ESF #6: Mass Care regarding provision of back-up generators and emergency fuel supplies for congregate care shelters
- † ESF # 13: Public Safety for control and direction of traffic in and around areas with downed utility wires
- † ESF #15: External Communications regarding coordination of public information announcements for energy disruption extent and duration.

City of Newark resources available to implement mission assignments of ESF #12 are identified and catalogued in the New Jersey Resource Directory Database (RDDDB). See Appendix 12.1, Resource Directory Database (RDDDB). The primary and support agencies shall access the RDDDB through the MyNewJersey portal site. MOUs, MOAs, and MAAs with other jurisdictions are included in Appendix 12.2, Mutual Aid Agreements.

Pre-existing agreements with private resource providers have been established for the following resources for use during emergencies as a part of its procedures for ESF #12:

G. Notification and Mobilization

The Incident Commander shall be responsible for notifying the City of Newark Department of Engineering of the need to activate ESF #12, and informing the City of Newark Department of Engineering on a timeline for activation. The City of Newark Department of Engineering shall notify their agency staff assigned to the ESF and request their deployment to the EOC and other pre-designated locations. See Appendix 12.3, Recall/Duty Roster and Appendix 12.4, Pre-Designated Locations, Meeting Points, and Points of Distribution. In addition, the ESF #12 Coordinator shall notify the support agencies of the ESF activation and, as required by the emergency, request mobilization and deployment of personnel and/or resources to pre-assigned locations, or to remain on standby for mobilization and deployment.

Mobilization of personnel by the City of Newark Department of Engineering shall include, at a minimum, assignment of at least one individual to the EOC to staff the ESF #12 position. Depending on the level of activation of the EOC and the size of the emergency response operation, this individual could also serve as the representative for other ESFs for which the department is a primary or supporting agency.

Detailed emergency response and EOC notification and mobilization procedures can be found in Section II.C.3, Notifications of the EOP Base Plan.

Private resource providers shall be contacted and advised of the activation of ESF #12 by the ESF #12 Coordinator and requested to mobilize or remain on standby, as required by the emergency.

H. Actions

This section describes the emergency management actions that shall be required of ESF #12 to prevent, mitigate against, prepare for, respond to, and recover from the loss of life or property during emergencies. To the extent possible, these actions should be consistent with the recommendations and implementation strategies of the City of Newark Energy Assurance Plan.

6. Prevention

The following general prevention actions shall be taken in anticipation of the activation of ESF #12:

- € Work with ESF #13 and other intelligence agencies to evaluate and determine the need for heightened inspections, improved surveillance, and security operations.

7. Mitigation

The City of Newark identifies opportunities for, and undertakes, mitigation actions on an ongoing basis as part of the *All-Hazard Mitigation Plan for Essex County, New Jersey*. See Base Plan, Section IX.B.3.A for information regarding the *All-Hazard Mitigation Plan for Essex County, New Jersey*.

The following specific mitigation activities shall also be undertaken by the primary and support agencies for ESF #12 in advance of an emergency, where applicable:

8. Preparedness

The following general preparedness actions shall be taken in anticipation of ESF #12:

- € Assess pre-emergency needs and develop plans to stage resources for rapid deployment
- € Maintain ESF #12 RDDB to be completed by primary and supporting agencies, and coordinated by the ESF #12 Coordinator
- € Maintain private contractor resource support database for ESF #12
- € Maintain relationships with New Jersey Office of Emergency Management (NJOEM) and neighboring jurisdiction ESF #12 primary agencies
- € Participate in drills and exercises to evaluate emergency response capabilities of ESF #12

The following specific preparedness activities shall also be undertaken by the primary and support agencies in anticipation of ESF #12's activation:

- € Identify Alternate Facility Location Backup Generator Resources & Requirements consistent with Action Item 3.c.i of the City of Newark Energy Assurance Plan including:
 - € Work with senior care centers to obtain and maintain adequate emergency back-up power provisions
 - € Work with state legislature to increase requirements for senior care centers to include adequate emergency back-up power provisions
- € Develop a Curtailment Plan for City of Newark facilities consistent with Action Item 3.c.ii of the City of Newark Energy Assurance Plan
- € Identify and describe the energy-centric critical assets and infrastructures, as well as the method to monitor those resources to identify and mitigate vulnerabilities to energy facilities

9. Response

The following general response actions shall be taken for ESF #12 in the EOC:

- € Receive a briefing from the Incident Commander regarding the present situation and the immediate need for action
- € Establish an operation shift schedule consistent with the EOC as established by the EOC Manager for staffing ESF #12, if 24-hour operations are required due to the magnitude of the emergency
- € Receive and execute mission assignments from other ESFs and the Command Staff

The following specific response activities shall also be undertaken by the primary and support agencies for ESF #12:

10. Recovery

For recovery operations, the organizational structure and method of coordination of this ESF shall remain the same as that used in emergency response operations. As the emergency response transitions into recovery, ESF #12 shall support mission assignments of ESF #14.

I. Communications

ESF #12 communications protocols and procedures shall be consistent with general emergency response communications protocols and procedures, managed by the Logistics Section in the EOC, the primary and supporting agencies of ESF #12, and as outlined in the EOP Base Plan, Section VI, Communications. This includes but is not limited to coordination in the development of ICS 205 forms.

J. Demobilization

In anticipation for demobilization of ESF #12 and the EOC, the City of Newark Department of Administration shall take the following actions:

- € Review all documentation of ESF #12 operations, expenditures, and personnel time to ensure completeness and accuracy
- € Track all ESF #12 mission assignments and ensure their completion
- € Prepare information, as necessary, to be used in recovery operations if the continued need for ESF #12 in recovery is anticipated
- € Inform the appropriate personnel of the primary and support agencies, as well as private vendor support, of the impending demobilization of ESF #12
- € Transmit all documentation to the Incident Commander or ESF #5 through the EOC Manager and request approval to demobilize
- € Demobilize ESF #12, with notification to all necessary organizations and individuals

XII. Organization and Assignment of Responsibilities

D. Organization

The organizational chart shown in the EOP Base Plan, BPA-5, NIMS/ICS EOC ESF Structure illustrates the position of ESF #12 in the City of Newark emergency response ICS organization.

E. Assignment of Responsibilities

This section designates the primary and support agencies for implementation of ESF #12.

1. ESF #12 Coordinator

The Deputy Energy Coordinator / Energy Emergency Assurance Coordinator is designated as the ESF #12 Coordinator. The ESF #12 Coordinator responsibilities are as follows:

- € Overall coordination of the development of plans, annexes, and procedures for emergency response consistent with ESF #12 and for coordinating implementation in an emergency
- € Maintain all ESF attachments, to include checklists and contact lists
- € Working with ESF #5 Coordinator, ensure timely updates and maintenance of ESF #12 related resources in the RDDB
- € Monitor U.S. Department of Energy website and associated Infrastructure Security and Energy Restoration (ISER) database, to:
 - € Collect timely, accurate and verifiable information on all levels of government and industry
 - € Analyze, interpret, and understand in detail the potential problems, severity, duration, and consequences
 - € Provide timely information to the public via procedures outlined in Section IV.D of this ESF and in cooperation with ESF #5: Emergency Management and ESF #15: Communications
 - € Share information with the private energy sector, City of Newark ESFs and other local officials, and regionally impacted states

2. Primary Agency

The City of Newark Department of Engineering is the primary agency for this ESF. Of available City of Newark agencies, the City of Newark Department of Engineering has the trained technical personnel, resources, facilities, and systems most appropriate for implementing this ESF. The City of Newark Department of Engineering is specifically designated as the primary agency because of its normal day-to-day responsibilities, facilities, and equipment that support or facilitate the execution of ensuring the continuous supply of energy following an emergency. The City of Newark Department of Engineering responsibilities are as follows:

- € Support development of plans, annexes, and procedures for emergency response consistent with ESF #12 and implementation of ESF #12 in an emergency
- € Support process for updating and maintaining ESF #12 related resources in the RDDB

3. Support Agencies

- g. City of Newark, Department of Public Safety, Division of the Office of Emergency Management & Homeland Security is designated as a support agency of this function that is responsible for monitoring all preparedness, response and recovery related activities of all City of Newark ESFs prior to and/or during a manmade or natural disaster. CNOEM also serves as an agency within the Unified Command structure that is a conduit between agencies to ensure that resource needs are met to accomplish clearly defined incident goals and objectives.
- h. City of Newark Department of Administration is designated as a support agency of this functional annex that is responsible for ensuring that all City departments involved in managing the incident/emergency have adequate resources to support the seamless integration and transition between preparedness, response and recovery activities as it relates to a loss of power or energy resources that suspend municipal services to Newark residents, businesses and visitors. All activities relative to this support function and agency will be communicated to the ESF#5 and #12 Coordinators.
- i. City of Newark Department of Engineering is designated as a support agency to this functional annex to coordinate the restoration efforts at public buildings/facilities and emergency contracting support for essential service sustaining activities such as emergency power, and other emergency commodities with the ESF #12 Coordinator. The Department of Engineering will also be required to provide pre-incident and post-incident assessment reports of public infrastructure assets, provide technical assistance, engineering expertise, and construction management to the ESF#12 Coordinator and all applicable support agencies
- j. City of Newark Department of Public Works is designated as a support agency to this functional annex that will be responsible for coordinating restoration activities including but not limited to providing technical advice in debris removal and clearance within public right-of-way with the ESF#12 Coordinator and other public and private agencies that own / operate critical infrastructure systems. The Department of Recreation, Cultural Affairs, & Senior Services may also be responsible for providing technical advice in the demolition and subsequent removal and disposal of buildings and structures that will be coordinated through the ESF#5 Coordinator.
- k. City of Newark Department of Water and Sewer Utilities is designated as a support agency to this functional annex that will be responsible for providing the ESF#5 and #12 Coordinators with pre-incident and post-incident assessment reports relative to the integrity of water infrastructure assets, periodic situational awareness reports on areas susceptible to flooding and resource requests including but not limited to emergency power and other emergency commodities.
- l. City of Newark, Department of Public Safety, Division of Fire is designated as a support agency to this functional annex that is responsible for communicating all emergency response activities relative to energy infrastructure assets and systems to the ESF#5, #10 and #12 Coordinators. The Fire Division is also responsible for providing incident situation and damage assessment information to the ESF#5, #10 and #12 Coordinators of energy infrastructure assets and systems during an emergency.

- m. City of Newark, Department of Public Safety, Division of Police is designated as a support agency to this functional annex that is responsible for communicating all supporting incident management planning pre-incident and post-incident actions required to assist in the mitigation of threats and hazards to energy infrastructure systems, security to control access to unsafe environments due to damaged energy infrastructure systems and critical facilities, force protection services and specialized security resources to all applicable ESF Coordinators.

In addition to any specific responsibilities listed above, all Support Agencies are responsible to provide ESF #12 RDDB information. In addition, responsibilities of the Support Agencies shall be designated by the ESF #12 Coordinator depending on the nature and conditions related to specific emergencies.

4. State Support

The ESF #12 Coordinator shall request support depending on the nature and conditions related to specific emergencies. Requests for support from State Agencies shall be routed via ESF #5 and/or the CNOEM Coordinator.

5. Private Support

- a. PSE&G is designated as a support company for this ESF because

In addition to any specific responsibilities listed above, the ESF #12 Coordinator or designee shall request support from the private sector depending on the nature and conditions related to specific emergencies. Requests for support from the private sector shall be coordinated with ESF #5, ESF #14, and/or the CNOEM Coordinator.

F. Emergency Support Function Continuity

There is a need for a line of succession for the ESF #12 Coordinator in order to ensure continuous leadership, authority, and responsibility. The CNOEM Coordinator and the personnel working within this function shall be kept informed of the line of succession. The following line of succession shall be utilized in the event that the ESF coordinator is unable to perform the legal and authorized duties, roles and responsibilities:

1. Khalif Thomas, Manager of Public Buildings
City of Newark Department of Public Works
920 Broad St, Room B-31
Newark, NJ 07102
Phone; 973-733-8081
Email: thomask@ci.newark.nj.us
2. Robert Thomas, Deputy Energy Coordinator / Energy Emergency Assurance Coordinator
City of Newark Department of Engineering
920 Broad Street, Room 412
Newark, NJ 07102
Phone: (973) 733-8520
Email: thomasr2@ci.newark.nj.us

The City of Newark Department of Engineering Energy Staff operates from the following primary location:

920 Broad Street Room 407
Newark, NJ 07102

When activated, ESF #12 operates from the City of Newark EOC, located at 480 Clinton Avenue, Newark NJ. Alternate locations are as designated in the City of Newark Base Plan Section IV: Direction, Control, and Coordination.

XIII. Information Collection and Dissemination

Information collection and dissemination protocols and procedures shall be consistent with general emergency response information collection and dissemination protocols and procedures, managed by the Planning Section within the EOC, primary and supporting agencies of ESF #12, and outlined in the EOP Base Plan, Section V, Information Collection and Dissemination

The following specific information collection and dissemination protocols and procedures shall also be undertaken by the primary and support agencies for ESF #12 in the event of an emergency:

Essential records and logs shall be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to ESF #12 shall be forwarded to the CNEMC to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

XIV. Administration, Finance, Logistics

Primary and supporting agencies are responsible for ensuring they have access to the resources necessary to fulfill their responsibilities as described in this ESF. Primary and supporting agencies are expected to provide their own logistical support during response operations and provide reporting to the Logistics and Finance/Administration Sections through the ESF #12 Coordinator. Additional support shall be obtained through requests to the EOC Manager by the ESF #12 Coordinator.

In the event that ESF #12 resources are overwhelmed, the ESF #12 Coordinator shall contact the EOC Manager who shall request assistance through ESF #5. ESF #5 shall coordinate assistance from Essex County, NJOEM, or other agencies via Memorandums of Understanding and Memorandums of Agreement and notify the Incident Commander.

All agencies are expected to finance operations and expenditures from their existing budgets. All response agencies shall accurately track and document all expenditures associated with response operations, and provide this information to the ESF #12 Coordinator who shall transmit this information to the EOC Manager. The EOC Manager shall then transmit all documentation to the Time Unit in the Finance/Administration Section for the emergency. Financial assistance could be available through Federal Public Assistance and other programs.

XV. Authorities and References

B. Laws, Ordinances, Regulations, Resolutions, and Directives

1. Federal
 - a. As cited in the Base Plan
2. State
 - a. As cited in the Base Plan
3. County
 - a. As cited in the Base Plan
4. Municipal
 - a. As cited in the Base Plan

B References, Guidance Material, and Other Documents

5. Federal
 - a. As cited in the Base Plan
6. State
 - a. As cited in the Base Plan
7. County
 - a. As cited in the Base Plan
8. Municipal
 - a. As cited in the Base Plan
 - b. City of Newark Energy Assurance Plan, December 31, 2012

XVI. Attachments

B. Appendices

Appendix 12.1: Resource Directory Database (RDDB)

Appendix 12.2: Mutual Aid Agreements

Appendix 12.3: Recall/Duty Roster

Appendix 12.4: Pre-Designated Locations, Meeting Points, and Points of Distribution

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Appendix 12.1: Resource Directory Database (RDDDB)

Current City of Newark entries for the RDDDB are available at:

City of Newark Office of Emergency Management and Homeland Security
Division
480 Clinton Avenue 3rd Fl.
Newark, New Jersey 07108

Appendix 12.2: Mutual Aid Agreements

The Emergency Support Function #12 Coordinator maintains information regarding all Mutual Aid Agreements. The current ESF #12 information regarding Mutual Aid Agreements is available at:

City of Newark Department of Engineering
920 Broad Street, Room 412
Newark, NJ 07102

Appendix 12.3: Recall/Duty Roster

The Emergency Support Function #12 Coordinator maintains contact information for all Support Agencies. The current ESF #12 Recall/Duty Roster is available at:

City of Newark Department of Engineering
920 Broad Street, Room 412
Newark, NJ 07102

Appendix 12.4: Pre-Designated Locations, Meeting Points, and Points of Distribution

The Emergency Support Function #12 Coordinator maintains information for all pre-designated locations, meeting points, and points of distribution.

1. Newark City Hall
920 Broad Street – Suite 412
Newark, NJ 07102
Phone: (973) 733-8250
Fax: (973) 733-4772
2. Newark City Hall
920 Broad Street – Suite 205
Newark, NJ 07102
Phone: (973) 733-3780
Fax: (973) 733-3769